



# ***JOB OPPORTUNITY***

**CALIFORNIA DEPARTMENT OF INSURANCE**

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## **STAFF SERVICES MANAGER I (SUPERVISOR)**

**\$5,079 - \$6,127**

**HUMAN RESOURCES MANAGEMENT DIVISION  
SACRAMENTO**

### **RESPONSIBILITIES:**

Under the general direction of the Assistant Personnel Officer (Staff Services Manager II) of the Human Resources Management Division (HRMD), the Staff Services Manager I directs the work and oversees the Classification and Pay (C&P) Unit within the HRMD; provides consultative services to departmental management; serves as a subject matter expert; performs the work associated with the most difficult, high-level, and sensitive human resources related issues; and oversees the development of relevant policies and procedures. Specific duties include:

- Coordinates, oversees, and provides the guidance necessary to staff in the C&P Unit.
- Performs studies and makes recommendations for the solution of classification and compensation issues including review and approval of all Requests for Personnel Actions (RPAs), hiring above minimum, out-of-class assignments, and training and development assignments.
- Manages the Department's employee discipline program; provides direction in the preparation and execution of employee disciplinary documentation and adverse actions; advises management and supervisors on appropriate and equitable administration of disciplinary matters and rejections during probation.
- Works closely with the Health and Safety Unit and Labor Relations Unit on issues that have medical or labor implications.
- Develops and maintains effective working relationships with managers, supervisors, and employees; provides information and advice to managers and supervisors in understanding and carrying out their personnel management and training responsibilities; advises and assists managers and supervisors in identifying and solving personnel management issues.

### **DESIRABLE QUALIFICATIONS:**

Extensive knowledge and experience in human resources activities including demonstrated ability to effectively supervise and motivate staff; ability to oversee the development, implementation and administration of the Department's human resources activities; skill in analyzing complex personnel problems; experience in developing and maintaining various programs under the HRMD; effective presentation and communication skills both verbal and written. Specific desirable qualifications include:

- Extensive knowledge and experience in C&P including; RPAs, CEA and exempt packages, and specification revisions.

03/19/13 tb

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### **DO NOT SUBMIT APPLICATIONS TO CalHR**

**AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS  
OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS,  
DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.**

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## CALIFORNIA DEPARTMENT OF INSURANCE

- Extensive knowledge and experience with progressive discipline and adverse actions.
- Knowledge and experience in human resources selection and recruitment.
- Excellent leadership, organizational, and time management skills.
- Skill in analyzing complex personnel problems.
- Knowledge of SPB and CalHR laws, rules, and regulations as they pertain to human resources activities.
- This position requires the incumbent maintain consistent and regular attendance.

**WHO MAY APPLY:** Applications will be accepted from current State employees at the Staff Services Manager I (Supervisor) level, those within transfer range, or those with list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. SROA and Surplus candidates must attach a copy of their letter. ***All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the State application.***

**APPLICATION PROCEDURE:** Submit a completed standard State of California application and a “**Statement of Qualifications**” (SOQ). The SOQ is a narrative discussion of your education, training, experience, and skills as they relate to the desirable qualifications listed above and serves as documentation of each candidate’s ability to present information clearly and concisely in writing. This document should be typed and no more than two pages in length. Resumes do not take the place of the SOQ. Applicants who fail to submit the SOQ will be eliminated from the selection process.

Send your application and SOQ to Tina Brown, Department of Insurance, 300 Capitol Mall, Human Resources Management Division, Suite 1300, Sacramento, CA 95814. **Please indicate “SSM I (Supervisor) 413-191- 4800- 001” on the State application.** For additional information, please call (916) 492-3351.

**FINAL FILING DATE:**      **March 29, 2013 – Close of Business (5:00 pm)**

**NOTE:**      **Interested individuals must submit both their application and SOQ by the final filing date in order to ensure consideration for this position.**

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